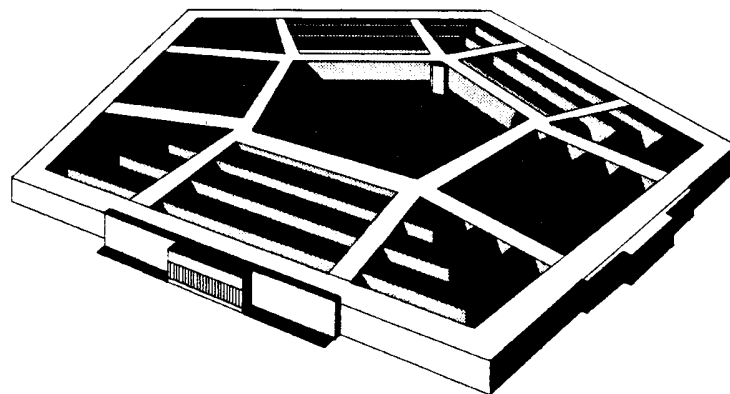


PENTAGON EVACUATION PLANNING GUIDE

A handout developed by the Defense Protective Service to assist DoD Components in the development of an Evacuation Plan for their spaces in the Pentagon Building to include the establishment and posting of evacuation routes and assembly points.



Defense Protective Service

Pentagon, Room 2E165

Washington D.C. 20301-1155

EMERGENCY PHONE (703) 697-5555

December, 1997

Table of Contents

Introduction	1
Responsibilities	1
Defense Protective Service	1
Pentagon Building Management	2
DoD Component occupying space	2
PLANNING	3
Evacuation Need	3
DRELL	3
EMERGENCY	3
Evacuation Authority	3
Director, Washington Headquarters Service	3
DoD Components	3
Fire Alarm System	4
Evacuation Routes	4
Evacuation Route Maps	5
Assembly Areas	7
Metro Platform Side of Pentagon	7
South Parking Entrance Side	7
Heliport Entrance Side	7
Mall Entrance Side	8
River Entrance Side	8
Handicapped Evacuation	8
BUILDING RE-ENTRY	9
EVACUATION	10
Final Note	12
DPS Planning Section	12
Additional copies	12
Evacuation Map Formats	13-17

Introduction

The procedures prescribed herein are designed to provide guidelines to plan an orderly and efficient evacuation of the Pentagon Building during all types of emergencies or disasters.

All emergencies shall be reported to the Defense Protective Service (DPS) immediately.

- **EMERGENCY PHONE NUMBER:** 697-5555
- **Emergency TDD Phone Number:** 693-7008/3394
- Non-Emergency Phone Number: 697-1001
- On-Duty DPS WATCH COMMANDER: 697-4151

The responsibility for requesting and coordinating with other emergency services agencies (police, fire, and emergency medical) has been delegated to DPS by the Director, Washington Headquarters Service (WHS).

Responsibilities

The following is a list of responsibilities and duties assigned to listed elements with regards to the implementation of the Pentagon Evacuation Plan.

Defense Protective Service (DPS)

The Defense Protective Service is responsible for the following:

- Coordinating the development (and if appropriate revision) and publication of a Pentagon Evacuation Planning Guide.
- Establishing a Command Post and assigning an Incident Commander for emergency situations in accordance with the Council of Governments (COG) Mutual Aid Plan.
- Monitoring the Pentagon Building Fire Alarm System.
- Announcing re-entry into the Pentagon Building.

Pentagon Building Management Office

The Pentagon Building Management Office is responsible for the protection of the Pentagon and its occupants insofar as their safety may be affected by the structure, or by the activities required for the maintenance and operation of the building. The Pentagon Building Manager is responsible for the following:

- Pentagon Building Manager (or designee) will respond to the DPS Command Post during an evacuation to assist the Incident Commander.
- Damage control and maintenance of the fire alarm system.
- Posting and updating Pentagon corridor and stairwell Evacuation information signs.

DoD Component occupying space within the Pentagon

The head of each DoD Component occupying space within the Pentagon Building is responsible for the following:

- Designating a primary and alternate Agency Contact within their organization for the purposes of establishing an Evacuation Plan for their spaces. The Agency Contact will be responsible for ensuring that the agency spaces are evacuated, and relaying information relative to the evacuation (problems, etc.) to the DPS Incident Commander during an evacuation.
-
- Assigning agency personnel to assist handicapped or physically challenged personnel within their agency during an evacuation.
- Conducting limited evacuation drills for offices within Agency spaces on an optional basis as needed.
- Ensuring that all new agency employees are briefed on the evacuation plan when hired and all other employees on an annual basis.
- Ensuring that evacuation routes are updated and posted in all agency spaces.

Planning

The success of any evacuation procedure is dependent on careful planning prior to an evacuation. The most effective evacuation plans are the most simple ones. Some of the items to be considered when planning evacuation procedures are as follows:

Evacuation need

The need for an evacuation can be one of the following;

- **DRILL** - An evacuation drill is important in order that personnel become readily familiar with the routes and assembly points that would be used during an evacuation.
- **EMERGENCY** - An actual or imminent set of conditions or hazards which if not corrected or prevented could endanger Pentagon occupants. An example of this could be civil disobedience, bomb threat, gas leak, or chemical spill.
- **DISASTER** - Any natural or man-made event which threatens or causes extensive damage to life and or property and requires extraordinary measures to protect human life or property. Disasters could include fire, building collapse, and any other hazardous occurrence of unusual or severe effect.

Evacuation Authority

The authority to order an evacuation is dependent on the circumstances and scope of the situation requiring the evacuation. Normally, the decision to activate the Pentagon Evacuation Plan is made by the Director, Washington Headquarters Service (WHS), or his designee; who is typically the on duty Watch Commander for the Defense Protective Service.

However, this does not preclude DoD Components from ordering an evacuation from their office spaces in the event of emergency. In short, common sense should prevail. You do not have to wait to evacuate.

Regardless of how the evacuation order is given, be it verbally by responding emergency personnel or by the sounding of the Pentagon Fire Alarm System, all personnel should evacuate.

Do not wait to see if the alarm is actual or not Such delays can cause life threatening time loss in the event the alarm is real. Never assume that an alarm is false. Play it safe and EVACUATE!

Fire Alarm System

The Pentagon is divided into five separate sectors for purposes of fire alarms. The fire alarm pull stations are located at the building stairwell exits. When a fire alarm pull station is "pulled" or activated, it will sound a general alarm in the section of the building where the activation occurred.

The fire alarm signal is also reported to the Defense Protective Service Communications Center which will immediately dispatch officers to the location of the alarm and contact the fire department.

The alarm starts with a high pitch whoop sound, followed by a series of voice messages to evacuate. Strobe lights will also flash in the area of the alarm.

If you should **see or smell smoke** immediately notify the Defense Protective Service (**697-5555**) of the location of the smoke.

If you should **see flames** immediately pull the nearest fire alarm box. If the situation permits, you should remain at the box to direct responding DPS officers to the fire. If the situation does not permit staying at the pull station, evacuate the area immediately.

Evacuation Routes

Each DoD Component is responsible for determining the primary and secondary evacuation routes for the spaces they occupy within the Pentagon. In addition each DoD Component is responsible for ensuring that these routes are visibly posted in the office spaces and for establishing assembly areas for their personnel once evacuation has been ordered.

The number of Agency Contacts will be dependent on the size of the DoD Component and the amount of space occupied by that agency. The following are some points to consider when establishing the evacuation routes for your office spaces:

- Location of the nearest stairwell leading to an exit from the Pentagon. You should never use elevators or escalators during an evacuation.
- The number and types of handicapped or physically challenged personnel within your office spaces. Special consideration must be made in order to evacuate these personnel.
- The total number of personnel within your offices. Once an evacuation has been ordered, how will all personnel be notified? How will you be able to determine if anyone was left in the building when you get to the assembly point.
- The assembly point must be at least 100 feet from the exterior of the Pentagon Building for more common emergencies. Never evacuate to another portion of the building, including the center courtyard except as a safe way to get to an exit from the building.
 - ☞ For evacuations caused by suspicious packages the assembly point must be at least 900 feet from building.
 - ☞ For evacuation caused by NBC (nuclear, biological, chemical) emergencies the assembly point must be at least 1,500 feet from the building.

Evacuation Route Maps

Sample evacuation route maps can be obtained at the PMBO office to assist Agency Contacts in developing evacuation plans. Each map has the sector of the Pentagon listed along with the stairwells marked. Those stairwells leading to an exit from the building are marked with the stairwell number.

Agency Contacts should use the map that corresponds with the floor of the office being evacuated. It is recommended that you make several copies of this map to use as drafts when developing the evacuation routes. Remember, there must be one map posted in each office within your organization.

- Place the room number of the office being evacuated in the space provided.
- Place the sector number of the office being evacuated in the space provided. Look to the outer edge of the map in relation to the office location within the building for the appropriate sector number. This number will become important later in determining where the assembly point for the office should be located.
- Place the location of the nearest Handicapped Evacuation Ramp in the space provided. Ramps are indicated on the evacuation route maps as the letter **R** in a circle. More information on these ramps are located further on in this document.
- Place the location of the assembly point for the office being evacuated in the space provided. Suggestions for assembly points are located further on in this document.
- Place the number of the nearest stairwell that leads to the nearest exit from the building in the space provided. For those offices on exit floors where a stairwell is not needed simply put in N/A for not applicable
- Place the name of the nearest exit out of the building in the space provided.
- Determine and place the Primary Route for evacuation for each office being evacuated in the space provided.
- Determine and place the Secondary Route for evacuation for the office being evacuated in the space provided.

Once the information has been finalized, TYPE the information on a clean and readable copy of the map for the office being evacuated. You may even want to highlight in yellow the Primary Route on the map.

Post your finalized copy of the map in a conspicuous place within the office. Do not place on a bulletin board where it might be covered up. It is recommended that you have the finalized map laminated or framed before posting, otherwise you will have to recreate the map every time it becomes unreadable.

Assembly Areas

Once the evacuation routes have been determined, it is equally important to tell personnel where they should assemble. Consult with your Agency Contact for assembly points.

Handicapped Evacuation

A very important consideration when developing an evacuation plan for your space is the number and location of agency personnel who are physically challenged or handicapped. Such personnel may have difficulties in evacuating the building through the use of stairwells from the upper floors of the Pentagon.

It is recommended that one person be assigned to assist each handicapped person (regardless if that persons condition is permanent or temporary in nature) evacuate to the first floor of the- Pentagon. The use of the current ramps within the building is highly recommended and are indicated on the maps as the letter **R** within a circle.

From the first floor the evacuation out of the building should be out of one of the following depending on your location within the building and the assembly point for your office:

- **Corridor 8**, North Parking Entrance.
- **Corridor 3**, South Parking Entrance.
- **A&E Drive**, with extreme caution as Fire and Rescue equipment will be responding to the Pentagon through this entrance.

Use the center courtyard as a way to get to these locations rather than the interior roadway.

NOTE: Keep in mind any changes to the building or exit points due to construction associated with the Renovation project. This will require constant changing to your evacuation routes until construction is completed.

BUILDING RE-ENTRY

Authorization to re-enter the Pentagon will be determined by the Incident Commander. It will be relayed to the assembly points by the Defense Protective Service using the Public Address (PA) equipment on hand. This could be the PA system in DPS Police Cruisers or hand held bull horns.

Depending on the nature of the emergency certain portions may be allowed re-entry and will be announced to the Assembly Areas. If a portion of the building cannot be re-entered this information will be announced to the appropriate Assembly Areas.

Once this information has been announced it is safe to return to the building, only those areas receiving the announcement may return to work.

EVACUATION

If the above Planning has taken place Pentagon Occupants should now be aware of which routes are available to them to evacuate from their offices and where they should assemble, be it an evacuation drill set up by the agency or for the whole Pentagon or a real evacuation.

Regardless of how the evacuation is ordered the following should be understood by all Pentagon occupants:

- **STOP WORK**--The safety of life is the primary concern during an evacuation.
- **SECURE MATERIALS**--Or take it with you if you can't secure it. If it is a bulky item leave it. It is not worth a life.
- **EVACUATE**--Do not wait until you see Police and Fire services responding. If alarm goes off, it doesn't matter if it is real or not, evacuate. Agency Contacts should make sure that their office spaces (including restrooms in the area) are cleared and once at the assembly area get word to the nearest DPS Officer of any problems encountered.
- **FOLLOW DIRECTIONS**--Evacuation Routes and Assembly Areas should already be known by periodic reminders and drills as well as posted within the office space. Should a fireman or a police officer give you directions, follow them.
- **TAKE ONLY WHAT YOU NEED**--Take only your coats and purses. Do not take briefcases or other materials. They will be a hazard in the evacuation.
- **USE STAIRWELLS ONLY**--Never use elevators or escalators during an evacuation unless that is the absolutely only way out. Stay in the center of the stairwell.
- **REMAIN CALM--DO NOT PANIC.**
- **GET OUT OF THE BUILDING**--What may seem safe at the moment could be a trap very quickly. Get away from the building. Besides being in danger, you could also be hampering any ongoing rescue attempts.
- **GO TO YOUR ASSIGNED ASSEMBLY AREA**--Regardless of where you are in the building when an evacuation is ordered, go where you can be counted.

- ADVISE DPS--Agency Contacts should advise the Defense Protective Service if any persons are missing, or if their areas were cleared.
- DO NOT RE-ENTER UNTIL AUTHORIZED.

To assist Agency Contacts in briefing their personnel on the above the Defense Protective Service has created a handout entitled " Pentagon Building Security & Emergency Procedures Guide" that can be distributed to your personnel.

FINAL NOTE

The quality of the evacuation plan for your personnel rests in how seriously you take the responsibility assigned to you. The key points in summary are as follows:

- Determine Evacuation Routes and Assembly Points
- Post Evacuation Routes Conspicuously in Each Office
- Brief all personnel in your Agency on an annual basis and new personnel when they come on board.
- Conduct as many evacuation drills for your offices as needed to ensure that all personnel know what to do.
- Review and if necessary Update Evacuation Routes at least annually. This will be particularly important during the renovation of the Pentagon.
- The preservation of life takes priority over any other consideration.

The Defense Protective Service hopes this material has been informative and helpful. If you have any questions please do not hesitate to contact the DPS Planning Section at 697-1287 or the Safety and Occupational Health Office (SOHO) at 693-3683.

Additional copies of this document can be obtained from DPS or the Pentagon Building Management Office.